



Rebecca Godon
RWHSC Committee

Chevron Products Company
(A Chevron U.S.A. Inc. Division)
841 Chevron Way
Blending and Shipping, Room 23
Richmond, CA 94802
Phone (510)-242-8154
Fax (510) 242-5852



August 20, 2012

Patti Maxwell
3M
20 Diablo View Road
Danville, CA 94506

Dear Patti:

Thank you very much for responding to our invitation for the upcoming ***“Keep the Torch Lit for Health and Safety”*** fair on **Thursday, September 25th** from **10 a.m. – 2:00 p.m.** and **Friday, September 26th** from **10:00 a.m. – 1:00 p.m.** at the **Chevron Richmond Refinery**. Our theme will be concentrating on cardiovascular health. We plan to have a car show and tread mill events.

If you have not returned your RSVP, please fill it out with the names of those who will be attending the fair and return it to Rebecca Godon before September 16th. This will ensure a quick entrance through the Main Gate. The RSVP also confirms your attendance and exhibit requirements. You can fax the RSVP to 510-242-5852 or mail it 841 Chevron Way, Blending and Shipping Room 7, Richmond, CA 94801 attention: Rebecca Godon. Please plan to arrive at least 1 hour or more prior to the event to allow enough time to process through security check-in and set up your display.

This event is for Chevron Refinery employees, contractors and retirees. These employees will have the opportunity to participate in cholesterol screenings, blood pressure screenings, body fat screenings and more! There are approximately 2500 employees eligible to attend this event, and we expect around 700-800 employees to visit the health fair each day. We look forward to your joining us. Dress casual (or have fun and dress with the theme!). Lunch will be provided for all exhibitors.

Booth Materials

If you need to send materials in advance (large items, multiple boxes, etc.), please send them to:

Rebecca Godon (Attn: Health Fair)
Chevron Products Co.
Gate 14 P&MM – Tally Room
Castro Street
Richmond, CA 94802

Important: If you have extra materials after the health fair and would like these

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materials returned to you, please bring *self-addressed, postage-paid labels* for return shipment to you. (Most groups have pre-printed UPS, Federal Express, or Airborne Express labels prepared). Thanks!

DIRECTIONS/PARKING

Chevron Richmond Refinery is located **West off 580 on the Richmond Parkway exit in Richmond**. The address of this location is **841 Chevron Way**. The event will be held in our **Cafeteria** on both days. The Cafeteria is one of the first buildings as you pass the security gate and enter the Refinery. The security guards can point out the Cafeteria building as you enter the Refinery. A map is attached. Parking lots surround the Cafeteria and are free of charge.

CHECK-IN PROCEDURES

When you drive up to the Main Gate, the Security guard will verify identification (names given on the RSVP), issue a visitor badge and direct you to the Cafeteria. Any materials that you may have can be unloaded at that time. Dollies and other transporting devices will be available for your use. Please wear your visitor badge at all times while you are attending the event. An event coordinator will greet you at the entrance and escort you to the show floor so you can become familiar with your surroundings and begin setting up your booth.

SOLICITATION POLICY

We ask that you please adhere to our non-solicitation policy for such events held on Chevron property, and therefore **do not engage the attendees in any sort of direct sales tactics**. Exhibitors are not allowed to release merchandise to employees on the premises during or following the event. Cash boxes and/or change aprons of any sort are not allowed on the show floor. We do, however, encourage the distribution of employee discount coupons, business cards, pamphlets, fliers or other similar promotional materials.

We look forward to an exciting event and your contribution to the health and safety of our employees. Feel free to call Health Quest at (510) 242-2749 or me at 510-242-8154 if you have any questions, or if any requirements for your booth need to be changed.

Respectfully,

Rebecca Godon

Refinery Wide – Health and Safety Committee